

BOARD OF COMMISSIONERS MEETING
March 18, 2015
MINUTES

The Board of Commissioners for Rockville Housing Enterprises met in Regular Session on March 18, 2015 at 1201 First Street, Rockville MD 20850.

PRESENT

Chair Rae Canizares
Vice Chair Henry Battle
Commissioner Edward Duffy
Commissioner Steve Marr
Commissioner Susan Krimer

IN ATTENDANCE

Executive Director Jessica Anderson
Ms. Erin Wilson, COR Liaison
Ms. Mary E Jones, Clerk

6:30 PM Call to Order:

Chair Rae Canizares called the meeting of Rockville Housing Enterprises to order.

6:31 PM CONSENT ITEMS:

Chair Canizares noted that the first item on the agenda was the approval of the minutes for the Regular Session Meeting of Rockville Housing Enterprises February 19, 2015. Commissioner Edward Duffy offered a motion to approve the minutes for February 19, 2015 as written. Commissioner Henry Battle offered a second. All present voted aye.

6:40 PM CITIZENS FORUM:

There were no Citizens present asking to address the Commissioners at this time.

6:41 PM INFORMATION EXCHANGE:

Executive Director's Report

- Participated in the monthly Fireside Owners meeting on February 12, 2015 with Humphry Management personnel.
- Mentor *Lunch & Learn* for February had 15 participants, the topic was "Tips to Handle Stress".
- The RHE Personnel Policy (updated) has been reviewed by legal counsel and is ready for approval at tonight's Board meeting.
- There are two homes in foreclosure at Legacy at Lincoln Park.
- The staff has been preparing for our annual single audit. In the preparation process we have begun the process of purging files.

- The process for the Annual Plan has begun. The Annual Plan will begin the process in April 2015 for approval with the posting for review followed by sign off from the resident advisory board.
- The Housing Choice Voucher (HCV) program re-certifications continue to be completed on time monthly. A new file retention policy is being introduced. The new file retention policy will allow for the last 3 years of transactions to be kept in the file and older transactions to be shredded. This will allow for smaller files and increase the ease processing transactions.
- The HCV Family Self-Sufficiency Program is operating successfully with 32 HCV participants enrolled. There were eight (8) voucher participants removed due to non- participation. The Public Housing FSS program has 27 participants enrolled and there was one (1) participant removed for non-participation.
- Tax preparation assistance was held to assist with IRS filings March 7th and March 14th.
- The RFP for Asset Management was discussed and Commissioner Ed Duffy asked to have the resume for the Asset Manager available.
- Director Anderson has communicated with HUD that RHE will not be moving forward with RAD.
- Director Anderson asked the Board if anyone had any objection to moving the monthly Board of Commissioners meeting to the 4th Wednesday of every month in order to have more time to prepare the financial reports. The financial reports are now being done in house and more time is needed to prepare and review the financials before distribution to the Board. It was decided that the Board of Commissioner meetings would move to the 4th Wednesday of the month beginning with the Board meeting in May 2015.

7:00 PM CITY OF ROCKVILLE REPORT – ERIN WILSON:

1. The Teranio is in the lease up process for occupancy. The Upton at Shady Grove has not started leasing at this time.
2. It has been decided that there will be a change in the MPDU parking code. The parking has been included in the rent for the MPDU rentals however going forward it is proposed that a change be made to remove the parking and make the parking option a separate charge if the resident desires parking.
3. The Southlawn Review/Study is underway to ascertain what the impact would be to surrounding areas from expanded potential use of the industrial area.

7:20 ACTION & DISCUSSION ITEMS:

The Personnel Policy was reviewed and it was determined that the Grievance Procedure paragraph would be removed. Commissioner Edward Duffy offered a motion to accept the changes to the Personnel Policy. Commissioner Marr offered a second. All voted aye. The motion being moved and seconded with all voting aye the revised Personnel Policy was accepted.

8:00 PM COMMISSIONER COMMENTS:

There were no additional comments by the Commissioners at this time.

8:02 pm ADJOURN:

Having no more business to come before the Board of Commissioners at this time a motion to adjourn was offered by Commissioner Edward Duffy. A second was offered by Commissioner Marr. All voted aye. The March 18th meeting was adjourned